

State Publications Depository Program

What is the Depository Program?

The Utah State Library Division administers a depository program for publications issued by state government agencies its political subdivisions such as counties, cities, and school districts. Each agency is required to deposit publications in hard copy, audiovisual format, or electronic file, with the State Library. (Utah Code 9-7-207). The State Library accepts URL's for agency publications in electronic format via an online form:

http://publications.utah.gov/publishers/submission_form.html

Every agency should have a designated staff person who has the responsibility of sending publications to the depository program.

What Happens to Publications Sent to the State Library?

The State Library distributes copies of state publications to: The Library of Congress, State Archives, and a network of local depository libraries in Utah. Two copies are kept at the State Library, always available for reference or for check out.

As state documents are received, library staff creates catalog records for each item and enter this data into an online catalog. The records are also added to a national catalog database that potentially makes Utah state publications available for loan to any library anywhere in the world.

The Library online catalog incorporates the Internet address (URL) for all Web-based publications into the catalog record that describes the print or electronic version of the document.

What Types of Publications Are Deposited?

Any book, brochure, document, contract, hearing or public memo, journal, law, legislative bill, magazine, ordinance, pamphlet, periodical, proceeding,, rule, report, electronic publication, audio-visual material, micrographic, or tape or disc recording **issued or published for distribution** is considered a depository item. (Utah Code 9-7-101).

What Types of Materials Are Not Deposited?

Examples of materials not deposited include: correspondence, event programs, fliers and posters, minutes of meetings, training manuals, drafts of plans, internal office memos, internal agency newsletters, agency records, press releases, State Historical Society publications, and university publications.

How Many Copies Should Agencies Send to the Library?

17 copies of materials in print, CD-ROM or other physical formats

3 copies suffice at the minimum

Send electronic links or download files via the online form.

Government Information is Valued Information

- The public's right to know is a cherished democratic tradition.
- Information paid for by public dollars is free to everyone.
- Government research is a unique source of data.
- State publications provide a wealth of information about life in Utah.

The Library Depository System Preserves Information

- The depository provides for permanent public access to print and digital publications.
- The depository provides a safety net for last copy or out-of-print publications.
- Publications from different agencies are stored in one library location.
- Publications are cataloged and fully searchable in a public access online catalog.
- The library catalog provides a permanent, consistent link for electronic publications.
- Citizens receive research help and can borrow documents from the State Library or any depository library.
- The State Library distributes documents to libraries around the state and ensures copies are sent to State Archives.

Utah's Depository Libraries

Find Government Information Everywhere in Utah

Utah State Library Division (2 copies)

Utah History & Research Center, Rio Grande Bldg.—SLC (1)

Library of Congress, Washington, D.C. (2)

Utah State University Library—Logan (2)

Harold B. Lee Library, BYU—Provo

Weber County Library—Ogden

Marriott Library, University of Utah—Salt Lake City

Howard W. Hunter Law Library, BYU—Provo

S.J.Quinney Law Library, Univ. of Utah—SLC

Stewart Library, Weber State University—Ogden

Southern Utah University—Cedar City

Salt Lake City Public Library

College of Eastern Utah—Price

Did You Know?

Services of the State Library Division for State Agency Employees

Reference. Ask-a-librarian for assistance with work-related information needs by e-mail, or phone:

http://library.utah.gov/library_services/reference/index.htm

Online Catalog. Search for materials in the State Library's book collection, or, limit your search to Utah State Publications only.

<http://usld.ipac.dynixasp.com/ipac20/ipac.jsp?profile=usl#focus>

Publication Lists. Find out what's new from other agencies. Bi-weekly lists of publications recently received at the State Library are posted for public information on our web site and indexed by Google.

http://library.utah.gov/government_information/state_publications/new_statepublications/index.htm

Interlibrary Loan (ILL). State Agencies are eligible to request to borrow books, technical reports, copies of magazine and newspaper articles through the State Library's ILL services. Agencies must apply for a borrower Access Code to use this service.

http://library.utah.gov/library_services/interlibrary_loan/

PIONEER Premium Databases. Through their office work stations, agency employees have access to the specially licensed periodical and newspaper databases hosted on the PIONEER web site. <http://pioneer.utah.gov/>

Internet Workshops and Database Training. Refine your Internet searching skills and learn to use the Pioneer databases. Internet reference workshops sponsored by the State Library are open to agency staff.

<http://library.utah.gov/workshops/>

Utah Government Publications Online Find state and local government publications and services using this powerful full text digital library

<http://publications.utah.gov>

Have questions? Need assistance? Contact:

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State of Utah Government Publications Depository Program

Information for State Agency Contacts



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http://library.utah.gov/government_information/state_publications/
Last revised: May 8, 2008